

# GREEN VALLEY PUBLIC SCHOOL

*Aim High*

## ENROLMENT POLICY

---

### **GENERAL PRINCIPLES GOVERNING ENROLMENT**

1. Legislation requires students between the ages of six and fifteen to be enrolled at a government or registered school, and to attend school on each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.
2. A student is considered to be enrolled when he or she is placed on the admission register of a school.
3. A student should be enrolled in one school only at any given time.
4. Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
5. Parents may seek to enrol their child in the school of their choice.
6. Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
7. Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
8. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

### **ENROLMENT CEILING**

Based on the existing 19 classrooms the current enrolment ceiling is approximately 516 students. Enrolments above 516 will require an additional demountable classroom to be moved on site.

### **ENROLMENT BUFFER**

- An enrolment buffer of 10 students will be maintained to cover enrolment fluctuations of families moving into or out of the area.

### **Assessment of Applicants for enrolment.**

Within Area: Proof of residential address will be required before enrolment will be accepted. Rate notice, Electricity/Water Account or Statutory Declaration.

### **NON-LOCAL ENROLMENT**

#### **Placement Panel**

Should demand for non-local enrolment exceed availability, a placement panel consisting of a staff member, a community member (nominated by the P&C) and the Principal will consider and make recommendations on all non-local applications.

- Only matters presented on the application form will be considered.
- Decisions will be made within the context of the agreed enrolment ceiling.
- All decisions and the minutes of the meetings are to be recorded and supplied to the School Education Director on request.

Where non-local enrolment is sought as a result of conflict at the student's current school parents will be urged to resolve that conflict before an application is lodged.

### **CRITERIA FOR NON-LOCAL APPLICATIONS**

Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children. Criteria could include factors such as (criteria are not listed in priority order);

- proximity and access to the school
- siblings already enrolled at the school
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request.

### **WAITING LISTS**

Waiting lists may be established for non-local students. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

### **APPEALS**

An appeal should be made in writing to the principal who will seek to resolve the matter. If the matter is not resolved at the local level the School Education Director will consider the appeal and make a determination.

### **KINDERGARTEN ENROLMENT**

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, and immunisation record are required on enrolment. The enrolment of eligible children in kindergarten is to commence within the first week of the school year and completed by the end of week two. Parents may choose to enrol eligible children up to the end of Term 2. Kindergarten students on transfer and children reaching the statutory age of six years will be enrolled.

Non-local kindergarten applications for the next school year need to be received by the second last week of Term 3.

### **EARLY ENROLMENT OF STUDENTS WHO ARE GIFTED AND TALENTED**

Early entry to school of a student who is intellectually gifted and talented is subject to a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. A review of research reveals a consensus that, for successful outcomes, a child should be within six months of approved entry age.